

Paul Holahan Commissioner

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov

NUMBER 7.3

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Compliance with PM schedule

APPROVED: My Quattroms

Michael Quattrone, Fleet Manager

PURPOSE: Document methodology to comply with PM schedule

PROCEDURE: Currently, we provide departmental liaisons FASTER Report 3103 listing

PM's currently overdue. These are provided one week before the end of the month to all using departments to insure the statuary inspections are performed within their mandated time period. This is used in addition to Policy 7.6 which automatically notifies customers of current or overdue

PM's

PREPARED BY: Richard Haynes, Assistant Service Manager

DATE: October 5, 2010

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